



**KING COUNTY**  
**CRIMINAL COURT INFORMATION PROCESSING SPECIALIST**  
**KING COUNTY SUPERIOR COURT**  
**Job Announcement No. 04GF4688**  
**Hourly Rate Range: \$16.29 - \$20.65**  
**OPEN: 10/25/04      CLOSE: 11/5/04**

**WHO MAY APPLY:** This position is open only to King County employees.

**WHERE TO APPLY:** Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

**WORK LOCATION:** King County Courthouse, downtown Seattle. Incumbent may be required to work at other court locations.

**WORK SCHEDULE:** This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. to 4:30 p.m.

**PRIMARY JOB FUNCTIONS INCLUDE:** The incumbent is responsible for complex data entry from multiple sources in courtroom setting. Data entry is performed with a high degree of speed and accuracy using a mainframe terminal or personal computer and more than one application or program. Responsibilities include but not limited to:

- Use a keyboard to enter large volume of information from a variety of documents into computerized systems. Analyze information before input to verify accuracy and completeness.
- Maintain log or file system to control and facilitate entry and retrieval of data.
- Create and update various court calendars.
- Order in-custody defendants for various court appearances using required computer applications.
- Perform other clerical duties as required.

**QUALIFICATIONS:** A high school diploma or general equivalency diploma (GED) and two years' data entry experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Working knowledge of computer software applications including word processing and database management. Knowledge of basic criminal court rules and procedures, and SCOMIS, CMIS and ECR programs is desirable. Must have excellent oral and written communication skills.